

EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

DEPARTMENTS OF THE ARMY AND AIR FORCE
OFFICE OF THE ADJUTANT GENERAL
NORTH CAROLINA NATIONAL GUARD
HUMAN RESOURCES OFFICE
4105 REEDY CREEK ROAD
RALEIGH, NORTH CAROLINA 27607-6410

ANNOUNCEMENT #: ARNGT 06-103

OPENING DATE: 14 April 2006

CLOSING DATE: 15 May 2006

ANTICIPATED FILL DATE: 25 Jun 06

AMENDED DATE: 18 Apr 2006

POSITION TITLE AND NUMBER

Budget Analyst, PDCN 40091000
MD #1220-502

UNIT/ACTIVITY AND DUTY LOCATION

JFHQ-IMA, NCARNG
Raleigh, North Carolina

GRADE AND SALARY (Includes Locality Pay of 15.57%)

GS-0560-09 \$44,119.00 - \$57,360.00 per annum

EMPLOYMENT STATUS

Excepted Service

Changes are in Italics

WHO CAN APPLY: The area of consideration for this announcement is the STATEWIDE. Applications will only be accepted from current Excepted employees of the North Carolina National Guard, current military members of the North Carolina National Guard and individuals who are eligible and willing to enlist in the North Carolina Army National Guard.

HOW TO APPLY: Interested applicants may apply by submitting an Application for Federal Employment (Standard Form 171), Optional Application for Federal Employment (Optional Form 612), resume or any other form of application. It is required that the Knowledge, Skills and Abilities (KSA) listed below be addressed and attached to the application. The application and KSA Statement should be mailed to the North Carolina National Guard, ATTN: JFHQ-NC-HRO, 4105 Reedy Creek Road, Raleigh, NC 27607-6410. It must be received not later than the closing date or if mailed postmarked by the closing date. NOTE: Information that must be provided when applying for a technician position is as follows: announcement number; name; address; telephone number; social security number, date of birth; citizenship; education; work experience; and other job-related qualifications. For more information, call 1-800-621-4136 ext. 6172/6431. Faxed or E-mailed copies will not be accepted.

QUALIFICATION REQUIREMENT: Must have 24 months specialized experience for GS-09 which demonstrates that the applicant has acquired the below listed KSA's. Education may be substituted for experience when applicable and the appropriate transcripts are submitted with application. Inservice placement actions will be considered when applicable.

KNOWLEDGE, SKILLS ABILITIES (KSA'S)

Below are listed the KSA's for this position. Applicants must address each KSA individually in paragraph format by explaining any civilian and military work experience (with dates) that provided that KSA. It is required that this statement be attached to the application. FAILURE TO DO SO WILL RESULT IN THE APPLICANT NOT BEING CONSIDERED FOR THIS POSITION. For more information or assistance, call 1-800-621-4136 ext. 6172/6431.

1. Knowledge of Department of the Army and the National Guard laws, regulations, policies, procedures and precedents that pertain to the budget analyst function.
2. Ability to work effectively under pressure of tight time frames and rigid deadlines.
3. Knowledge of and skill in applying the principles, practices, and methods of budget execution.
4. Knowledge of budgeting and financial relationships with workloads of organizational components.
5. Ability to collect and compile data for inclusion in routine and special reports.

CONDITIONS OF EMPLOYMENT: 1. Occupants of this position must maintain continuous military membership in the North Carolina Army National Guard (NCARNG). NCARNG status (military grade, MTOE or TDA assignment, MOS/SSI, military unit) and experience must be entered on the application. The recommended applicant will not be approved for appointment until they occupy a compatible MOS in the NCARNG shown under Military Assignment below. 2. The applicant selected for this position will be required to participate in the Direct Deposit/Electronic Fund Transfer Program.

MILITARY ASSIGNMENT: Assignment to a compatible Warrant Officer/Enlisted position in the unit of employment is mandatory. (WO: 011A; Enl: MOS 44)

EVALUATION FACTORS USED: Personal interviews, review of application and the KSA Statement. (

PRINCIPAL DUTIES AND RESPONSIBILITIES: Position is located in the ARNG State Headquarters, Construction and Facility Management Office (CFMO), Resource Management Branch. Serves as the principal financial advisor to the Facilities Management Officer, performing budget analysis duties, to include preplanning, programming funds allocation, procurement, utilizing internal controls, and reports. This type of work requires knowledge and skill in the application of related laws, regulations, policies, precedents, methods, and techniques of budget analysis and funds management. Develops procedures and objectives pertaining to budget estimates for use by management officials to ensure compliance with State and National Guard Bureau's (NGB) requirements. Based on knowledge of the missions, functions, goals, objectives, procedures, and activities, forecasts program needs for Real Property Operations and Maintenance (RPOM) and Military Construction (MILCON). Assesses the needs and accomplishments of the serviced activities to anticipated and actual dollar figures in the budget. Analyzes and interprets source information as it applies to the budget. Recommends ways to ensure conformance with established guidelines to the CFMO and other accounts managers. Analyzes the budget, developing internal controls and monitoring budget accounts to ensure state priorities and mission objectives are achieved. Reviews and analyzes the State Employee Allocation Standard (SEAS) to ensure compliance with ceilings. Determines appropriate obligations and commitment of funds. Based on knowledge of regulations and guidelines governing use of funds in single purpose appropriate or revolving funds accounts, recommends the transfer of funds among/within accounts under the same appropriation when needed to accomplish mission objectives. Responsible for CFMO budget functions including formulation and execution. Evaluates and validates budget proposals submitted by the separate offices/entities under the CFMO. Reviews, edits, and consolidates annual or multi-year budget estimates for programs into a consolidated budget request, assuring that data in requests are formally and accurately documented in a wide variety of unrelated forms, schedules, and reports. Coordinates with the USPFO on a regular basis regarding account funds. Prepares periodic status reports for all CFMO accounts. Analyzes reports ensuring accounts are in compliance with state policies and regulations. Recommends solutions to funding problems/issues, which may include transfer of funds between accounts. Provides statistical information to CFMO for presentation to PBAC Program Budget Advisory Council (PBAC) Committee, and may serve as a non-voting member. Develops guidelines for funds allocation, budgetary rations, and constraints between the Federal Government and the State under the Master Cooperative Agreement (MCA). The CFMO's MCA includes Real Property Operations and Maintenance costs and may include execution of Environmental budgets. Works requirements for SEAS employees for reimbursement with Federal funding as part of the MCA, and ensures SEAS authorization (as established by the NGB), are not exceeded and the State is appropriately reimbursed. Consolidates Federal and State projected CFMO expenditures, and submits an annual budget to the NGB for RPOM and Environmental activities, reconciling accounts quarterly with NGB. Maintains contact with staff personnel within other divisions and other military installations for coordination on budgetary matters. Works with program managers at NGB to confirm fund transfers and budget allotments. Although not the primary purpose and not grade-controlling, this position may be required to supervise one or more Budget Assistants and/or Accounting personnel...both Federal and State employees. Performs other duties as assigned.

INSTRUCTIONS TO COMMANDERS/SUPERVISORS: This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted to your unit/activity bulletin board.

ADDITIONAL INSTRUCTIONS: 1. Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories; Male or Female; American Indian or Alaskan native; Asian or Pacific islander; Black, not of Hispanic origin; Hispanic; White, not of Hispanic origin. Submission of this information is voluntary and will be used in support of the NCNG Equal Employment and Affirmative Action Programs. 2. A permanent change of station (PCS) will not be authorized for the individual selected for this position unless agreed upon in advance by HRO and a PCS order is prepared prior to effective date. 3. Participants in the Selected Reserve Incentive Program will be administered as prescribed by NGB Pamphlet 600-15. 4. Males born on or after 1 January 1960 must be registered with the selective service in order to be considered for federal employment.

INFORMATION SUBMITTED WILL BE USED ONLY IN ACCORDANCE WITH THE PRIVACY ACT OF 1974

DISTRIBUTION: A, B, C-2, G-25, H-3, J-3, K-3, M, N-12, P-9, Q, W-2, Y-2, R: HRO-1, AGAV-1, AGCS-3, DCSANG-1, DCSLOG/G4-4, DCSOI-3, DCSPER-3, FMCB-2, IG-1, SCSM-1, SRAA-1, VCSOP-1